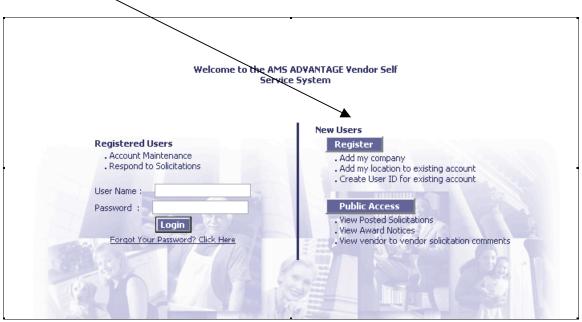
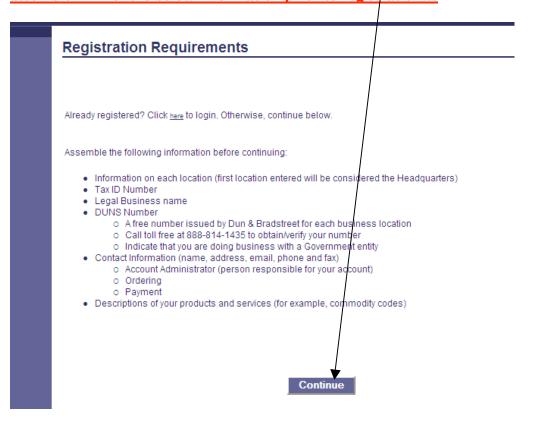
## **VSS REGISTRATION**

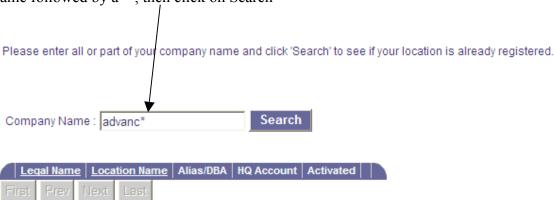
Click on Register



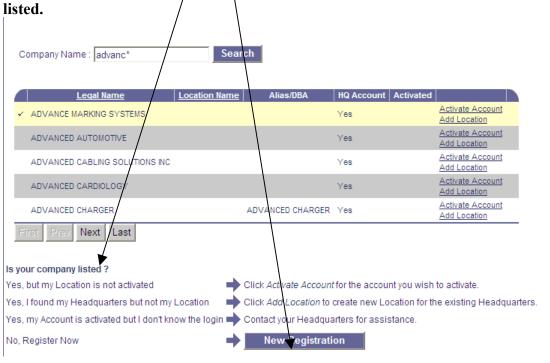
After reading the registration requirements, click on Continue. **NOTE: Be sure to assemble ALL of the below information prior to registration!!!** 



To verify that your company is not already registered, type all or part of the company name followed by a \*, then click on Search



If this is a **new registration**, click here. If your company **is** listed but requires account maintenance, follow these steps. **Do not click on New Registration if your company is** 



Once you have read the Memorandum of Agreement, click on Accept Terms. These terms must be accepted in order to create a new account.

## Memorandum of Agreement

You must accept the terms of this Memorandum of Agreement in order to register as a vendor with V returned to the HomePage for Guests.

By submitting this electronic vendor registration, you certify and warrant that you are duly authorized, by the Vendor to: (i) register in this registration process; and (iii) enter into this Agreement on behalf of the Vendor. By submitting this electronic vendor registration agency and public body that:

- 1. The Vendor shall use VSS vendor registration update functionality to update the Vendor's registration information whenever nec complete at all times.
- 2. The Vendor hereby warrants that the information provided by the Vendor through the VSS registration and VSS registration updfurther warrants that each agency and public body shall be entitled at all times to rely conclusively on the currency, accuracy and c registration and VSS registration update functionality as of that date even if different information is or has been available to or recregistration and registration update functionality.

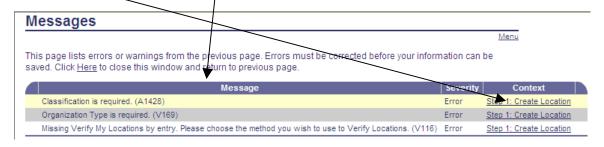
This Agreement shall remain in effect for as long as the Vendor is registered as a VSS vendor. All rights are reserved to cancel the vendor shall remain bound to this Agreement in regard to completion of any contract, purchase order or other electrusing VSS.



Please note before proceeding: The system will check for any errors before allowing you to move on to the next screen during the registration process. Should you receive an error message, click here to view the messages.



The error message is shown here. You would need to click on each item relating to the error message and correct the information provided or missing.

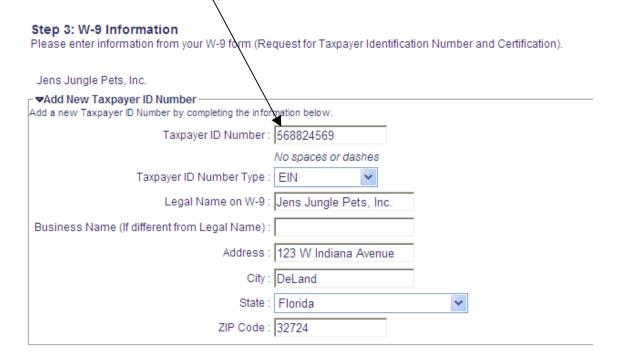


Select "Use my Taxpayer ID Number" from the drop down menu. Select your Organization Type and Classification as applicable.

Successiul egistiation. Latitute to complete registration will equite all fields	to be re-entered when you return to the site.	
This section will be used to establish a password that other locations within your com	many will be required to use when registering a new location for your company	
*Verity My Locations by : Use my Taxpayer ID Number	pany will be required to dec when registering a new location for your company.	
The below fields are required only if you sel	ected "Create My Own" above.	
Vendor Verification Based on :		
Vendor Verification Password :		
Confirm Verification :		
¬▼Location Information and Legal Name		
Please complete this information that will be used to define your organization and crea Name.	te your legal name. Values entered in either the First, Middle, and Last Nam	
*Organization Tive : Company  *Classification	Corporation	
If your TIN Type is SSN, select Legal Name Individual. If your TIN Type is EIN,		
select Company.		
First Name : Location Name		
Middle Name : Web Address		
Last Name : W-8 Form		
Company Name : Jens Jungle Pets, Inc.		
Enter the Alias/DBA/Location Name (only if		
applicable). Enter the Company Name. Click	Next.	
Successial registration, Failure to complete registration wi	in require an neras to be re-entered when you retain to are	
This section will be used to establish a password that other locati	ons within your company will be required to use when registering	
*Verify My Locations by : Use my Taxpayer ID No	umber 🕶	
The below fields are requi	ired only if you selected "Create My Own" above.	
Vendor Verification Based on :		
Vendor Verification Password :		
Confirm Verification		
▼Location Information and Legal Name Please complete this information that will be used to define your or Name.	rgan zation and create your legal name. Values entered in eith	
*Organization Type : Company	*Classification: Corporation	
If your TIN Type is SSN, select	Legal Name :	
Individψal. If your TIN Type is EIN, select ¢ompany.	AN s/DBA:	
First Name :	Location Name :	
Middle Name :	Web Address : www.jensjunglepets.com	
Last Name :	W-8 Form :	
Company Name : Jens Jungle Pets, Inc.		

Complete all fields with a Red \* as these are required fields. Click Next once complete. Step 2: User Information Please establish a unique User ID (Login ID) and Password for your VSS Account Administrator. Passwords and User ID's are case sensitive and should be alphanumeric. Please make note of your User ID and Password for future reference. < Back Next > Jens Jungle Pets, Inc. **▼**User Information \*User ID : Jditslear \*Password: Case Sensitive and must be between 2 Case Sensitive and must be between 2 and and 16 characters in length. 16 characters in length. \*First Name: Jennifer \*Retype Password: \*Last Name : Smith \*Security Question: What is your mother's maiden name? 🔻 \*Security Answer: \*Email: Jsmith@aol.com \*Retype Security Answer: \*Phone: 386-626-6698 Format XXX-XXX-XXXX Extension: Fax: Additional Resources & Information: < Back Next > Enter your Taxpayer ID (TIN) and TIN address. Complete your company address

information. Click next.



Complete the company address information for the administrator of your account. *This may be the same information you entered in Step #3*. You will have the option to copy the address forward in the remaining steps of the registration process. The contact information will be populated, but may be edited if needed. After entering the required information marked with a Red \*, click Next.

				[
/				help & advice
Step 4: Account Administrator Address Please enter the address of the administrator or required for vendor registration.		unt Administrator	, Ordering and Payment addresses a	re   < Back   Next >
Jens Jungle Pets, In				
▼Address Information  Please complete the address information below for you	ur Account Administrator.			
*Street 1 : 123 W Indiana Avenue	*Phone	: 386-626-6698		
Street 2 :	Phone Extension	1:		
*City: DeLand	Country	United States	<b>~</b>	
*State/Province : Florida	~		^	
*Zip/Postal Code : 32724	Additional Address Info	:	~	
Please complete the contact information below for you	ır Account Administrator.			
*Principal Contact: Jennifer Smith	*Phone: 386-626-	6698	Alternate Phone :	
Email: Jsmith@aol.com	Phone Extension :		Alternate Phone Extension :	
Correspondence Type : Email	Fax:		Alternate Fax :	
□ ▶Contact Address				
Complete this section ONLY if you are adding a Contact	ct and the Contact uses a different addre	ss than the address	listed below.	
Additional Resources & Information:				< Back Next >

Enter the address where you want to receive orders. If this information is the same as your Account Administrator, you have the option of checking this button, which would populate the information. After verifying that the information is correct, click Next.

Step 5: Ordering Address Please enter the address where we should sen than one ordering address, you may do so unde			
Copy Address and Contact Information From:	O Account A	Administrator	<b>★</b>
			< Back Next >
Jens Jungle Pets, Inc.			
Add a new Ordering Address by completing the inform	nation below.		
*Street 1 : 123 W Indiana Avenue	*Phone:	386-626-6698	
Street 2 :	Phone Extension :		
*City : DeLand	Country :	United States	~
*State/Province : Florida	<b>Y</b>		
*Zip/Postal Code : 32724	Additional Address Info. :		
			<u> </u>
¬ ▼Contact Information			
Provide a contact for your Ordering Address by comp	leting the information below.		
Principal Contact: Jennifer Smith	Phone: 386-626-6	698	Alternate Phone :
Email: Jsmith@aol.com	Phone Extension :	Alternate I	Phone Extension :
Correspondence Type : Email	Fax:		Alternate Fax :

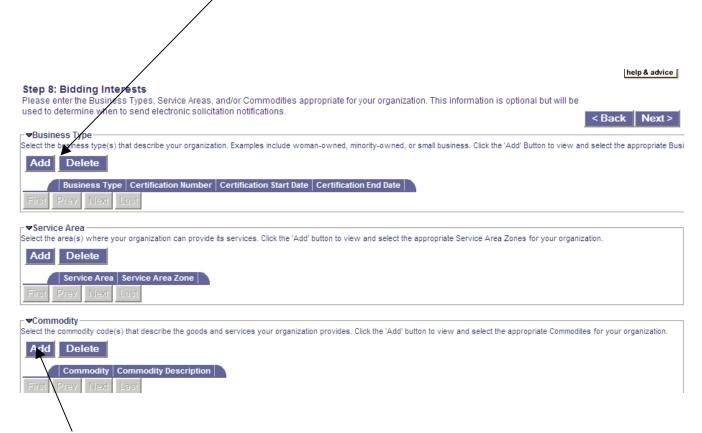
Enter the address where the City should remit payment. If this address is the same as the Account Administrator or Ordering Address, you can select one of the below buttons.

Step 6: Payment Address Please enter the address where we should send you	formation is correct, click Next.  r payments. A Payment Address is required for vendor registration trainence" after you complete your registration and log in.	on. If you need to add more than one
Copy Address and Contact Information From: Account Administrator		
	Ordering	< Back Next
Jens Jungle Pets, Inc.  ▼Address Information  Add a new Payment Address by completing the information	pelow.	
*Street 1 : 123 W Indiana Avenue	*Phone: 386-626-6698	
Street 2 :	Phone Extension :	
*City: DeLand	Country: United States	~
*State/Province : Florida	<b>v</b>	^
*Zip/Postal Code : 32724	Additional Address Info. :	~

SKIP STEP 7-Click Next to continue to Step 8.

IMPORTANT: THE FOLLOWING STEPS WILL INVOLVE ADDING YOUR BUSINESS TYPE AND SELECTING COMMODITIES. NOTIFICATION OF OPEN SOLICITATIONS WILL BE MADE BASED ON COMMODITY CODE. PLEASE BE SURE TO SELECT CAREFULLY.

Click on ADD in the Business Type Area. The City does not require entries for Service Area. Select as applicable and Save.



Click on Add to enter commodity information.

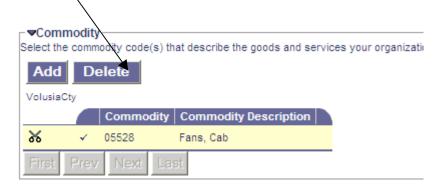
Enter the commodity description, then click Search.

Clear		/	
Con	nmodity/Service Code : Se	arch	
Commodity Description : ASPHALT*			
	Commodity Description	Commodity/Service Code	
	Emergency Kits for Vehicles Including First Aid Kit, Tools,	05527	
	Fans, Cab	05528	
	Fifth Wheels	05530	
	Gauges, Automotive (Incl. Speedometers)	05532	
	Grease Guns, Automotive	05533	
	Generators, 110V (Attached to and Operated by Automotive Eng	05534	
	Global Positioning Systems for Tracking Vehicles	05535	
	Grille Guards and Crash Cushions	05536	
	Headlights, Accessories and Parts (Including Lamps)	05537	
	Heaters, Defrosters, and Defogging Systems	05538	
First F	Prev <u>Next Last</u>	OK Cancel	

A complete list of the commodity codes will be displayed. To see additional commodities within your search criteria, select Next. Once you have located the applicable commodity. You may select as many commodities as applicable to your business. Click OK once complete.



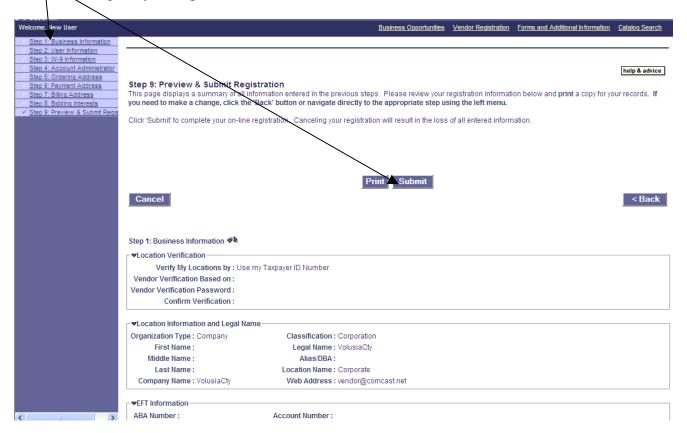
If you selected an incorrect commodity code, put a check mark next to the selection and click Delete.



Once you have selected the commodity (ies) applicable to your company, click Next and follow the below steps to complete registration.

This page displays a summary of all information entered in the previous steps. Please review **and print a copy for your records.** If you need to make a change, click on any of these to navigate to the correct link.

Once you have reviewed all your information for accuracy and printing a copy, click Submit to complete your registration.



You will receive a message that your registration is complete. Be sure to complete and submit a W-9 to the City. You will need your user ID and password you created earlier to log into VSS each time.

## Thank You!

Congratulations, you have completed the registration process. You may now login to VSS using the User Name and Password you just created.